

TSB 3
X - MTP

14 APR 1965

MEMORANDUM FOR: Heads of Career Services

THROUGH : Members, Training Selection Board

**SUBJECT : Nomination of Candidates for the Midcareer
Executive Development Course**

1. At a recent meeting of the Training Selection Board in which selections for the 6th Midcareer Executive Development Course were made, the members of the Board noted the disparity of format used by the several Directorates in nominating their candidates and suggested that a letter of instruction be disseminated that would provide guidelines for career services to follow in the future. The following is in response to this suggestion.

2. Nominations for the Midcareer Executive Development Course should include six copies of the following for each candidate:

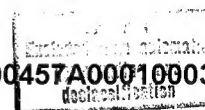
a. An up-to-date copy of the Biographic Profile (Form 1200).

b. Copies of the two most recent Fitness Reports.

c. A statement that the candidate has completed an Agency Management Course or its equivalent.

d. A meaningful career plan which describes the developmental training and assignments contemplated during the next five years and which includes a statement indicating the intention of the career service to promote the individual eventually to grade GS-15 or higher. Normally, a career service cannot realistically pinpoint this promotion in terms of a specific job and a specific date, but it nevertheless should state the expectation that the individual concerned will be promoted to grade GS-15 or higher sometime in the future.

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after having been assigned to a position classified at the grade GS-15 level. (Attached is a sanitized version of an actual career plan that the Training Selection Board considers to be adequate, and which may be used as a guide.)

3. It would also be helpful, and would serve to insure fulfillment of its quota, if each Directorate would list several qualified alternates to the principals it nominates to the Board.

4. Panels and boards who nominate individuals for the Midcareer Executive Development Course should realize that this Course is designed primarily for those Midcareerists who should be broadened, and preferably for those who will have managerial or executive responsibilities in the future. In addition, individuals should have sufficient Agency service for them to have been converted to career status prior to entrance into the Course. They should also be under 45 years of age and generally be at grade GS-13.

5. All of the above should be considered as guidelines. The Training Selection Board will always be receptive to requests for exceptions to the above guidelines where circumstances warrant. If a career service has questions on any of the above or encounters a problem not covered above, call the Executive Secretary of the Training Selection Board on extension [REDACTED]

STATOTHR

SIGNED

MATTHEW BAIRD

Chairman,
Training Selection Board

Attachment: Sample Career Plan

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ExSec/[REDACTED]rtb (14 April 65)

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2 - C/TSB